



HUMAN RESOURCES DEPARTMENT

City of Burlington
131 Church Street, Burlington, VT 05401

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Superintendent of Park Operations and Maintenance Parks and Recreation Department

POSTING DATE: January 26, 2011

RATE OF PAY: \$1129.83/weekly

EXEMPT/NON-EXEMPT: Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

DEADLINE TO APPLY: February 11, 2011

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 21

This position is responsible for assuring the safe, effective and efficient maintenance and operation of the City's park properties and facilities. Manages public use of facilities to maximize recreation experiences and minimize impact upon the resources.

Essential Job Functions:

- Schedule, assign, coordinate and prioritize the work of first line supervisors working directly with the maintenance and operations staff.
- Collect and analyze data on progress and problems in the field and make necessary adjustments in policy, procedures, labor, equipment materials, schedules and budget.
- Prepare a variety of budget and program reports as required; including budget reports and projections for Department Head and Commissioners.
- Prepare and manage annual budget for park operations and maintenance functions.
- Initiate all personnel actions including hiring, performance appraisal and employee development, discipline and promotion, training and termination,
- Respond to request for information, complaints, and suggestions from the public, administration, external organizations, and elected officials.
- Manage a variety of concessionaire and service contracts. Prepare Requests for Proposals (RFP), evaluation systems, negotiate and formalize contracts, as well as provide on-going monitoring to ensure compliance with contract specifications and Department objectives.
- Formulate policies and procedures related to park operations, such as rules, regulations, ordinances, special uses and admissions.
- Schedule and manage park facility uses in compliance with established policies.
- Develop, implement, review routine and preventative and lifecycle maintenance programs for park facilities and amenities.
- Develop and implement a replacement program for park equipment vehicles.
- Assist in managing capital assets and special revenue funds.
- Other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's of Science Degree in Parks & Recreation, Forestry, Landscape Architecture, or related field required.
- Minimum of 6 years progressively responsible supervisory experience in municipal parks and recreation services.
- Demonstrated knowledge of park operations, including supervisory, business, and public relations practices.
- Ability to mediate conflicts.
- Demonstrated knowledge of turf management, construction trades, and the procedures, practices, materials and equipment associated with these areas.
- Ability to estimate maintenance projects, monitor progress and make required adjustments.
- Knowledge and skills in budgetary systems and procedures and fiscal accountability.
- Ability to research, collect one analyzes data, plan, formulate and review policies and procedures relative to maintenance and operation programs, and to arrange resources to assure the accomplishment of objectives.
- Ability to effectively communicate on complex issues, orally and in writing.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume February 11, 2011 to: Human Resources Department, 131 Church Street, Floor 2, Burlington, Vermont 05401.

Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY) Visit our website: www.hrjobs.ci.burlington.vt.us

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.